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# ESCORTING



## General Escorting Requirements

- Un-cleared workers will be under escort at all times in security areas.
- Standard escort ratio is 5-1.
  - Modifications to standard escort ratio must be authorized by an approved Activity Security Plan (ASP).
- Escorts must complete escort training on an annual basis before conducting escort activities.
  - May include facility-specific training.
- Violations of escorting procedures can result in stop work and removal from LANL property.

# ESCORTING



## Specific Escorting Requirements

At the outset of an escorted visit, the escort must:

- Meet the escorted visitor outside the Security Area.
- Ensure the escorted visitor possesses a valid badge.
- Brief the escorted visitor on any relevant prohibited and controlled article restrictions, and ask the escorted visitor if he or she is in possession of any prohibited or controlled articles.
- Brief the escorted visitor on specific security and safety requirements for the facility.

# ESCORTING



## Specific Escorting Requirements

- During an escorted visit, the escort must:
  - Ensure that the escorted visitor displays a valid badge at all times during the visit.
  - Maintain visual and aural control of escorted worker(s) at all times.
  - Prevent unauthorized access to sensitive or classified matter.

# ESCORTING



## Escorting Vehicles

- The escort may be in the same vehicle, or a separate vehicle as the visitor
- The escort ratio for vehicles is 1:3 (1 escort vehicle: 3 escorted vehicles).
- The maximum number of vehicles in a caravan can be 6 escorted vehicles (while maintaining the 1:5 person rule) with a lead and trailing escort vehicle.
- Any larger caravan, an ASP must be developed.
- Vans and Busses must maintain 5 to 1 escort ratio

# ESCORTING



## Specific Escorting Requirements

- When ending an escorted visit:
  - Retrieve and return all badges.
    - ✓ If the badge was issued by the LANL Badge Office, the badge must be returned to the Badge Office.
    - ✓ Personnel who fail to return badges will not be issued another badge at a later date.